

Society Page and Infobox Form For the Society Page Project

This form is used to collect information about your society and serve as a guide as you create your society page on the [FamilySearch Research Wiki](#). If you have already requested to have your society page created, you can view your page. Go to [wiki.familysearch.org](#), and sign in. Search for your society page by typing your society name in the search box. Review the results list, and click the blue link listing your society's name.

For suggestions on what to add, see the example of [The Brickwall Genealogical Society page](#). You can view this page on [wiki.familysearch.org](#) by typing **The Brickwall Genealogical Society** in the search box. Review the results list, and click the **blue link** for the Brickwall Genealogical Society.

Body of Society Page

You can save this file to your computer and type the information in the form, or you can print this form and write in the information.

General guidelines:

- You can delete any headings that do not apply to your society.
- If there are too many sources or books to list, you can link to your society's web page.
- For additional instructions on how to edit in the FamilySearch Research Wiki, search [wiki.familysearch.org](#) for the wiki article, [How to Edit a Society Page](#).
- For instructions on how to edit the Infobox with your society's information, search [wiki.familysearch.org](#) for the wiki article, [How to Edit a Society's Infobox](#).

SECTION: Purpose of Society

1. Purpose of Society:

List the purpose of your society. This can be a bulleted list or a paragraph.

SECTION: Help that the Society Can Provide

1. Record Collections

List the different collections your society holds. Repeat the information below for each collection. If your collection is too large to list, you can add a link to your society's website.

Include the following information:

- Name of the collection
- Where it is located (online, on site)
- How to access the collection (order information, website)
- Why search this record (give reasons, or you can link to a wiki article that is already created)

2. Indexes for _____(County, Town, State Name)

In the heading, replace the “(County/Town/State Name)” with the appropriate place-name that your society covers. List any indexes your society has. If there are too many indexes to list, you can add a link to your society’s web page.

Example of an index online:

- [Will](#) Index [1850-1900](#)

Example of an index that is not online:

- Will Index 1850-1900—How to access: e-mail us through our look-up services listed below

SECTION: Publications in the Society’s Holdings

3. Books

Give a general description of the books in your society’s collection, or you can link to a list of titles on your society’s website.

4. Periodicals

Give a general description or list of titles in your collection, if they are less than 5, or you can link to a list of titles on your society's website.

5. Family Files

List the family files or any other paper files your society holds. You can give a general description or list of surnames.

6. Misc.

You can add other collections you may have. Change "Misc." to a title that is more descriptive.

7. Publications for Sale

List any publications you have for sale. If there are more than 5 publications, you can link to your society's website.

8. Look-up Services

Include a description of your society's instructions and fees. Also list any local repositories your society is willing to visit. You can make a bulleted list.

9. How to Do Research in (add the name of the town or county your research covers)

List classes your society offers either on site or online.

10. Local Repositories We Visit

List repositories that your members visit to do genealogy. This list provides suggestions to those who want to know where they can do research in their area (such as the county).

SECTION: Benefits to Those Who Join Our Society

1. List the benefits of belonging to your society.

Cost of Membership and How to Join:

Unlimited Online Access to:

List any online databases that only members have access to.

Newsletter or Periodical

Provide information about your newsletter or periodical that your society members receive.

Free Look-Ups

List any look-ups that your society offers through membership.

Field Trips

List any field trips or excursions to which society members are invited.

SECTION: Society Happenings**1. Meetings**

Give details of your society meetings, including how often, where, when, purpose of the meeting (such as genealogical instruction, planning projects, etc.).

2. Workshops

Provide details about any workshops your society gives, including topics, when, where, cost, etc.

3. Board Meetings

If you desire, list the details of your board meetings, including how often, where they are held, and who is invited.

SECTION: Society Projects**1. Indexing**

List any indexing project with which your society is involved.

2. Other Projects

List any other projects with which your society is involved.

3. Past Projects

List any past projects your society produced or participated in.

Infobox

- You don't have to use all the fields listed below. Your society can add just the information you want to provide.
- If you add information, the field will appear on your box.
- Any field you leave blank does not appear in your box.
- Don't delete fields you don't want. They won't appear in your box, and you may decide to use them later.

1. Name (of your society)=_____

2. Back color (This is filled in for you. Do not delete or change this line.)

3. Image=_____

You could add a photo or graphic that is appropriate for your society.

4. Image size=_____

(The recommended size is 150. If that looks too small, you can go up to 200. Beyond 200 tends to cause problems with the box.)

5. Motto=_____

6. Established=_____

7. Address=_____

8. Telephone=_____

9. Fax=_____

10. E-mail=_____

11. Website=_____

12. Facebook=_____

13. Twitter=_____

14. Meeting Address=_____

15. Meeting Time=_____

16. Building Address=_____

17. Building Hours=_____

18. President=_____

19. Vice President=_____

20. National President=_____

21. Members=_____

(This is the number of members in your society)

22. Membership Cost=_____

23. Affiliations=_____

24. Last Updated=_____

(Any time you make any changes to the page, you should put that day's date in the Last Updated field. This helps interested viewers know how current the information is.)